

**Marked Agendas**  
**Approved Minutes**  
**Approved Reports**



# Development Review (Minor) Staff Approval

17-PP-2014#2

Wildcat Hill Lot Tie

## APPLICATION INFORMATION

LOCATION & PARCEL: 219-13-007E Q.S.: 65-55 CODE VIOLATION :n/a ZONING: R1-190 ESL	APPLICANT: Brian Hensley COMPANY: CVL Consultants, Inc. ADDRESS: 4550 N 12Th St Phoenix, AZ 85014 PHONE: 602-264-6831
<b>Request:</b> To remove small portion of a lot in Wildcat Hill and tie it to an existing lot outside the subdivision.	

## STIPULATIONS

1. Final plat shall be in substantial conformance with the conceptual plan stamped October 20<sup>th</sup>, 2016 by Current Planning Staff.
2. At time of final plans, the owner shall address the attached redline corrections, located on the provided final plat stamped October 20<sup>th</sup>, 2016 by Current Planning Staff (See Attachment "A").
3. At time of final plans, the owner shall provide any information identifying building setbacks and total land use shall be removed.
4. At time of final plans, the owner shall identify the correct zoning district (R1-190 ESL).
5. Before the issuance of the single-family development permit, the owner shall dedicate street right-of-way, as legal frontage, in to the satisfaction with the transportation and planning department.
6. The owner shall submit for a final plat, using the attached application (See Attachment "B"), and provide associated documentation.

## RELATED CASES

17-PP-2014, 17-ZN-2014, 424-16-2

## CONSTRUCTION DOCUMENT PLAN REVIEW SUBMITTAL REQUIREMENTS

Submit one copy of this approval letter, and a completed Owner/Builder form if applicable, and a permit application along with the following plan set(s) to the One-Stop-Shop for review:

PERMIT APPLICATION: ☒ **Completed Permit Application.** The permit application may be obtained or completed online at the following weblink:

[http://www.scottsdaleaz.gov/Assets/Public+Website/bldgresources/APP\\_Permit\\_Commercial.pdf](http://www.scottsdaleaz.gov/Assets/Public+Website/bldgresources/APP_Permit_Commercial.pdf)

LAND COMBINATION: ☒ 3 copies of the "lot tie" application and application requested materials

REVIEWERS:

MAPS: Greg Williams  
SURVEY: Dwayne Haught  
GIS: Mary Schnyder  
ENGINEERING: David Gue  
PLANNING: Jesus Murillo/Katie Posler  
FIRE: Ricky King

### Planning and Development Services

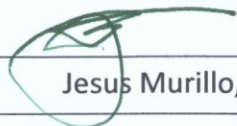
7447 East Indian School Road, Suite 105, Scottsdale, Arizona 85251 Phone: 480-312-7000 Fax: 480-312-7088

City of Scottsdale's Website: [www.scottsdaleaz.gov](http://www.scottsdaleaz.gov)

**Expiration of Development Review (Minor) Approval**

This approval expires two (2) years from date of approval if a permit has not been issued, or if no permit is required, work for which approval has been granted has not been completed.

Staff Signature: \_\_\_\_\_



Jesus Murillo, 480-312-7849

DATE: \_\_\_\_\_

10/20/2016

**Planning and Development Services**

7447 East Indian School Road, Suite 105, Scottsdale, Arizona 85251 Phone: 480-312-7000 Fax: 480-312-7088

City of Scottsdale's Website: [www.scottsdaleaz.gov](http://www.scottsdaleaz.gov)



Minor Land Division Plat  
~~FINAL PLAT FOR~~  
Property Assembly SHASKAN MANOR

A SUBDIVISION OF PART OF LOT 73 OF WILDCAT HILL, AS RECORDED IN BOOK 957 OF MAPS, PAGE 8, MARICOPA COUNTY RECORDS, AND A PORTION OF THE SOUTHWEST QUARTER OF SECTION 22, TOWNSHIP 6 NORTH, RANGE 5 EAST, OF THE GILA AND SALT RIVER BASE AND MERIDIAN, MARICOPA COUNTY, ARIZONA  
OWNER: THE FELIX SHASKAN AND JANET W. SHASKAN TRUST

SHEET INDEX

SHEET NUMBER	CONTENTS
1	COVER
2	FINAL PLAT
3	LEGEND, PARENT PARCEL LEGAL DESCRIPTION

CVL  
CONSULTANTS  
4550 North 12th Street  
Phoenix, Arizona 85014  
602-264-6831  
www.cvlci.com

DEDICATION

STATE OF ARIZONA )  
COUNTY OF MARICOPA )

KNOW ALL MEN BY THESE PRESENTS:

THAT FELIX SHASKAN, SOLE TRUSTEE OF THE FELIX SHASKAN AND JANET W. SHASKAN TRUST, DATED JULY 5, 1984, OWNER, HEREBY SURRENDERS PART OF LOT 73 OF WILDCAT HILL, AS RECORDED IN BOOK 957 OF MAPS, PAGE 8, MARICOPA COUNTY RECORDS, AND A PORTION OF THE SOUTHWEST QUARTER OF SECTION 22, TOWNSHIP 6 NORTH, RANGE 5 EAST, OF THE GILA AND SALT RIVER BASE AND MERIDIAN, MARICOPA COUNTY, ARIZONA, UNDER THE NAME "SHASKAN MANOR" AS SHOWN ON THIS FINAL PLAT. THIS PLAT SETS FORTH THE LOCATION AND GIVES THE DIMENSIONS OF THE LOTS AND EASEMENTS CONSTITUTING THE SUBDIVISION. EACH LOT AND EASEMENT SHALL BE KNOWN BY THE NUMBER OR DESCRIPTION GIVEN EACH RESPECTIVELY ON THIS PLAT. THE EASEMENTS ARE DEDICATED FOR THE PURPOSES, AND SUBJECT TO THE CONDITIONS, STATED.

EASEMENTS  
FELIX SHASKAN, SOLE TRUSTEE OF THE FELIX SHASKAN AND JANET W. SHASKAN TRUST, DATED JULY 5, 1984, OWNER, GRANTOR, HEREBY DEDICATES THE EASEMENTS AS SHOWN HEREON, SUBJECT TO THE CONDITIONS STATED.

1. UTILITY: A PERPETUAL, NON-EXCLUSIVE EASEMENT AS MAPPED HEREON, UPON, OVER, UNDER AND ACROSS THE PROPERTY ON THIS PLAT, FOR ELECTRICITY, TELECOMMUNICATIONS, DATA TRANSMISSION, AND ALL OTHER UTILITIES, AND FOR CONSTRUCTION, OPERATION, USE, MAINTENANCE, REPAIR, AND REPLACEMENT OF IMPROVEMENTS RELATED TO UTILITIES. IN THE EASEMENT, GRANTOR SHALL NOT PLACE OR ALLOW ANY (1) TREES, HEDGES, SHRUBS OR OTHER PLANTS WHICH CAN GROW LARGER THAN 18 INCHES TALL, OR (2) HARDSCAPE, SWIMMING POOLS, SHEDS OR OTHER VERTICAL OR HORIZONTAL STRUCTURES.

GRANTOR WARRANTS AND COVENANTS TO GRANTEE AND ITS SUCCESSORS AND ASSIGNS THAT GRANTOR IS LAWFULLY SEIZED AND POSSESSED OF THE PROPERTY; THAT GRANTOR HAS A GOOD AND LAWFUL RIGHT TO MAKE THE CONVEYANCE DESCRIBED HEREIN; AND THAT GRANTEE SHALL HAVE TITLE AND QUIET POSSESSION AGAINST THE CLAIMS OF ALL PERSONS.

THE PERSON EXECUTING THIS DOCUMENT ON BEHALF OF A CORPORATION, TRUST OR OTHER ORGANIZATION WARRANTS HIS OR HER AUTHORITY TO DO SO AND THAT ALL PERSONS NECESSARY TO BIND GRANTOR HAVE JOINED IN THIS DOCUMENT. THIS DOCUMENT RUNS WITH THE LAND IN FAVOR OF GRANTEE'S SUCCESSORS AND ASSIGNS. IN WITNESS WHEREOF:

THAT FELIX SHASKAN, SOLE TRUSTEE OF THE FELIX SHASKAN AND JANET W. SHASKAN TRUST, DATED JULY 5, 1984, OWNER, AS OWNERS, HAVE HEREUNTO CAUSED HIS NAME

TO BE SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2016.

BY: \_\_\_\_\_

ITS: SOLE TRUSTEE

ACKNOWLEDGEMENT

STATE OF ARIZONA )  
COUNTY OF MARICOPA )

ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2016, BEFORE ME PERSONALLY APPEARED FELIX SHASKAN, AND ACKNOWLEDGED HIMSELF TO BE SOLE TRUSTEE OF THE FELIX SHASKAN AND JANET W. SHASKAN TRUST, DATED JULY 5, 1984, AND ACKNOWLEDGED THAT HE, AS SOLE TRUSTEE, BEING DULY AUTHORIZED TO DO SO, EXECUTED THE FOREGOING INSTRUMENT FOR THE PURPOSE CONTAINED THEREIN.

IN WITNESS WHEREOF:

I HEREBY SET MY HAND AND OFFICIAL SEAL

BY: \_\_\_\_\_ MY COMMISSION EXPIRES: \_\_\_\_\_  
NOTARY PUBLIC DATE

E.S.L.O. NOTES

1. POOLS REQUIRE SEPARATE APPROVAL AND PERMIT.
2. POOLS SHALL NOT BE EMPTIED OR BACKWASHED INTO WASHES, STREETS, NAOS, SCENIC CORRIDORS, ON TO AN ADJACENT LOT, OR TRACT OF LAND. (ZO SEC. 6.1100.B.1; AND DS&PM 2-2.501.D.4.C.)
3. ALL MECHANICAL EQUIPMENT (A/C CONDITIONER, POOL EQUIP, ETC.) SHALL BE SCREENED A MINIMUM OF 1 FOOT ABOVE THE HIGHEST PORTION OF THE EQUIPMENT FROM ALL SIDES AND SHALL BE COMPATIBLE WITH THE ADJACENT BUILDING. SHOW LOCATION OF EQUIPMENT ON SITE PLAN.
4. A GUESTHOUSE SHALL NEVER BE OFFERED FOR RENT. (ZO SEC. 5.012.A.5.C. AND SEC. 5.102.A.6.C.)
5. A GUESTHOUSE SHALL NOT EXCEED A GROSS FOOTPRINT SIZE GREATER THAN 60% OF THE FOOT PRINT SIZE OF THE PRINCIPAL BUILDING. (ZO SEC. 5.012.A.5.B. AND SEC. 5.102.A.6.B.)
6. EXTERIOR MATERIALS AND PAINT COLORS SHALL NOT EXCEED A VALUE AND/OR CHROMA OF 8 AS INDICATED IN THE MUNSIEL BOOK OF COLOR ON FILE IN THE CITY OF SCOTTSDALE'S PLANNING & DEVELOPMENT DEPARTMENT. THE CITY MAY REQUIRE COLOR SAMPLES TO VERIFY COMPLIANCE. (ZO SEC. 6.1070.G.1.H.)
7. MATERIALS USED FOR EXTERIOR SURFACES OF ALL STRUCTURES SHALL BLEND IN COLOR, HUE, AND TONE WITH THE SURROUNDING NATURAL DESERT SETTING TO AVOID HIGH CONTRAST. (ZO SEC. 6.1070.G.1.C.)
8. SURFACE MATERIALS OF WALLS, RETAINING WALLS OR FENCES SHALL BE SIMILAR TO AND COMPATIBLE WITH THOSE OF THE ADJACENT MAIN BUILDINGS.
9. PLANT MATERIALS NOT INDIGENOUS TO THE ESL AREA SHALL BE LIMITED TO ENCLOSED YARD AREAS AND NON-INDIGENOUS PLANTS THAT HAVE THE POTENTIAL OF EXCEEDING TWENTY (20) FEET IN HEIGHT ARE PROHIBITED. TURF SHALL BE LIMITED TO ENCLOSED AREAS NOT VISIBLE FROM A LOWER ELEVATION. (ZO SEC. 6.1070.G.1.I-J.)
10. REFLECTIVE BUILDING MATERIALS ARE PROHIBITED. (DS&PM 2-2.501.A.2.)
11. REFLECTIVE BUILDING AND ROOFING MATERIALS (OTHER THAN WINDOWS AND SOLAR PANELS) INCLUDING MATERIALS WITH HIGH GLOSS FINISHES AND BRIGHT, UNTARNISHED COPPER, ALUMINUM, GALVANIZED STEEL OR OTHER METALLIC SURFACES, SHALL BE TEXTURED OR HAVE A MATTE OR NON-REFLECTIVE SURFACE TREATMENT TO REDUCE THE REFLECTIONS OF SUNLIGHT ONTO OTHER PROPERTY. (ZO SEC. 6.1070.G.1.B.)
12. MIRRORING SURFACES OR ANY TREATMENTS THAT CHANGE ORDINARY GLASS INTO A MIRRORING SURFACE ARE PROHIBITED. (ZO SEC. 6.1070.G.1.A.)
13. THE OWNER SHALL INCORPORATE DEVELOPMENT DESIGN AND CONSTRUCTION TECHNIQUES THAT BLEND IN SCALE, FORM AND VISUAL CHARACTER TO MINIMIZE EXPOSED SCARS TO THE SATISFACTION OF THE PLANNING & DEVELOPMENT DEPARTMENT. (ZO SEC. 6.1070.G.1.E.)
14. ANY PROPOSED MODIFICATIONS TO NATURAL WATERCOURSES AND ALL WALLS AND FENCES CROSSING NATURAL WATERCOURSES SHALL BE DESIGNED IN ACCORDANCE WITH THE STANDARDS AND POLICIES SPECIFIED IN CHAPTER 37 (DRAINAGE AND FLOODPLAIN ORDINANCE) OF THE SCOTTSDALE REVISED CODE. (ZO SEC. 6.1070.G.1.L.)
15. LAND DESIGNATED AS NAOS SHALL BE PERMANENTLY MAINTAINED AS OPEN SPACE. THE PROPERTY OWNER SHALL MAINTAIN ALL DESIGNATED NAOS. (ZO SEC. 5.1080.A.3-4 AND SEC. 6.1100.B.1.)
16. ALL EXTERIOR LIGHTING BELOW 3 FEET IN HEIGHT SHALL BE FULLY SHIELDED. ALL EXTERIOR LIGHTING ABOVE 3 FEET IN HEIGHT SHALL CONSIST OF HORIZONTAL FULL-CUTOFF FIXTURES AND DIRECTED DOWNWARD, EXCEPT LIGHTS UTILIZED FOR SECURITY PURPOSES. (ZO SEC. 6.1070.G.1.F.)
17. EXTERIOR LIGHTING SHOULD BE LOW SCALE AND DIRECTED DOWNWARD, RECESSED OR SHIELDED SO THAT THE LIGHT SOURCE IS NOT VISIBLE FROM RESIDENTIAL DEVELOPMENTS IN THE AREA OR FROM A PUBLIC VIEWPOINT. EXTERIOR FIXTURES SHALL NOT GENERALLY EXCEED A HEIGHT OF 6 FEET MEASURED FROM THE NEAREST ADJACENT GRADE TO THE TOP OF THE FIXTURE (LOWER HEIGHTS MAY BE REQUIRED BY THE INSPECTION OR CODE ENFORCEMENT STAFF). (ZO SEC. 6.1070.G.1.F.)
18. WHERE ON-SITE WALLS ARE PLACED ADJACENT TO NAOS AREAS AT LEAST 50 PERCENT OF THE WALL SURFACE SHALL BE A VIEW FENCE. (DS&PM 2-2.501.B.2.B.)
19. TEMPORARY/SECURITY FENCING THAT IS REQUIRED OR IS OPTIONALLY PROVIDED SHALL BE IN ACCORDANCE WITH THE ZONING ORDINANCE AND THE DESIGN STANDARDS AND POLICIES MANUAL. (ZO SEC. 7.700 AND SEC. 6.1071.A.6, AND DS&PM 1-1.407)
20. IN ACCORDANCE WITH THE ZONING ORDINANCE, A REGISTERED SURVEYOR SHALL STAKE AND ROPE THE MOST RESTRICTIVE AREA DEFINED BY THE CONSTRUCTION ENVELOPE AND NAOS EASEMENT AS SHOWN ON THE SITE PLAN. (ZO SEC. 6.1070.A.5)
21. NO PAINT COLOR OR SURFACE TREATMENT SHALL BE USED WHICH HAS A LIGHT REFLECTIVE VALUE (LRV) GREATER THAN 35%. (ZO SEC. 6.1070.G.1.G.&H.)

NOTES

1. THE STREETS ARE PRIVATE STREETS. TO BE OWNED AND MAINTAINED BY THE PROPERTY OWNERS ASSOCIATION. NORMALLY, AFTER THIS PLAT IS RECORDED, THE CITY OF SCOTTSDALE WILL NOT ACCEPT DEDICATION OF THE STREETS TO THE PUBLIC IN ORDER TO RELIEVE THE PROPERTY OWNERS ASSOCIATION OF STREET MAINTENANCE RESPONSIBILITIES UNLESS ALL STREET IMPROVEMENTS AND RIGHTS-OF-WAY MEET CURRENT APPLICABLE CITY STANDARDS.
2. THIS DEVELOPMENT IS ON THE CITY OF SCOTTSDALE WATER SYSTEM, WHICH HAS A CERTIFICATION OF ASSURED WATER SUPPLY.
3. ALL LOT CORNERS HAVE BEEN SET WITH 1/2" REBAR, RLS# 22782.
4. LAND DESIGNATED AS NATURAL AREA OPEN SPACE (N.A.O.S.) SHALL BE PERMANENTLY MAINTAINED AS NATURAL DESERT OPEN SPACE PER CITY OF SCOTTSDALE ENVIRONMENTALLY SENSITIVE LANDS, ORDINANCE 2305. THE ENTIRE N.A.O.S. WILL BE PERMANENTLY MAINTAINED AS N.A.O.S. THROUGH EASEMENT DEDICATION TO THE CITY.
5. ALL PRIVATE EASEMENTS SHALL BE MAINTAINED BY THE PROPERTY OWNER.
6. SURFACE MATERIALS OF WALLS, RETAINING WALLS OR FENCES SHALL BE SIMILAR TO AND COMPATIBLE TO THOSE OF THE ADJACENT MAIN BUILDINGS.
7. THE HOMEOWNERS' ASSOCIATION SHALL BE RESPONSIBLE FOR THE MAINTENANCE OF THE EXTERIOR PERIMETER WALLS, STORM WATER BASINS AND TRACTS.
8. AFFIDAVITS OF CORRECTION OR AMENDMENT TYPE LETTERS CONCERNING THIS PLAT ARE NOT VALID. THERE WILL BE NO REVISIONS TO THIS PLAT WITHOUT THE PLAT COORDINATOR'S APPROVAL.
9. ALL SURVEY VALUES BETWEEN FOUND MONUMENTS REPRESENT MEASURED VALUES.

TOTAL LAND USE		
TOTAL NUMBER OF LOTS	1	
TOTAL NUMBER OF TRACTS	0	
GROSS RESIDENTIAL DENSITY	0.18 D.U./AC.	

LAND USE TABLE		
LAND USE AREAS	SQUARE FEET	ACRES
TOTAL AREA OF LOTS	236,263	5.424
TOTAL AREA OF TRACTS (A-U)	0	0.000
PRIVATE STREET AREA (TRACT V)	0	0.000
PUBLIC RIGHT-OF-WAY	0	0.000
TOTAL GROSS AREA	236,263	5.424

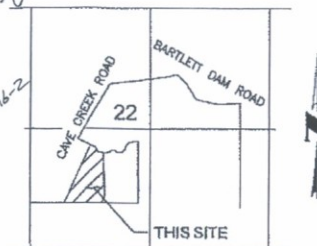
Land Surveying Review By:  
Dwayne Haught  
Phone: 480-312-2723  
e-mail: dhaught@scottsdaleaz.gov  
Review Cycle: 1 Date: 7/14/16

OWNER/DEVELOPER

THE FELIX SHASKAN AND JANET W. SHASKAN TRUST  
P.O. BOX 6513  
CAREFREE, AZ 85937  
CONTACT: FELIX SHASKAN

LAND SURVEYOR

CVL CONSULTANTS, INC.  
4550 N. 12TH STREET  
PHOENIX, AZ 85014  
PHONE: (602) 264-6831  
CONTACT: LARRY E. SULLIVAN  
EMAIL: LSULLIVAN@CVL.CI.COM



VICINITY MAP  
(NOT-TO-SCALE)

LOT AREA TABLE		
LOT	AREA (SQUARE FEET)	AREA (ACRES)
LOT 1	236,263	5.424
TOTAL	236,263	5.424

BASIS OF BEARING

THE BASIS OF BEARINGS FOR THIS SURVEY IS NORTH 00°05'22" WEST ALONG THE WEST LINE OF THE SOUTHWEST QUARTER OF SECTION 22, TOWNSHIP 6 NORTH, RANGE 5 EAST OF THE GILA AND SALT RIVER MERIDIAN, ACCORDING TO BOOK 957 OF MAPS, PAGE 8, MARICOPA COUNTY RECORDS.

APPROVALS

APPROVED BY THE COUNCIL OF THE CITY OF SCOTTSDALE, ARIZONA THIS  
THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2016.

BY: \_\_\_\_\_

MAYOR

ATTEST BY: \_\_\_\_\_

CITY CLERK

THIS PLAT HAS BEEN REVIEWED FOR COMPLIANCE WITH THE CITY OF SCOTTSDALE'S DESIGN STANDARDS AND POLICY MANUAL SPECIFICATIONS.

BY: \_\_\_\_\_ CHIEF DEVELOPMENT OFFICER DATE: \_\_\_\_\_ 2016

THIS SUBDIVISION HAS BEEN REVIEWED FOR COMPLIANCE WITH THE DEVELOPMENT STANDARDS OF THE CITY OF SCOTTSDALE'S DEVELOPMENT REVIEW BOARD (DRB) CASE NO. 17-PP-2014, AND ALL CASE RELATED STIPULATIONS.

BY: \_\_\_\_\_ PLAT COORDINATOR DATE: \_\_\_\_\_ 2015

CERTIFICATION

THIS IS TO CERTIFY THAT:

I AM A LAND SURVEYOR REGISTERED TO PRACTICE IN ARIZONA;  
THIS SUBDIVISION PLAT WAS MADE UNDER MY DIRECTION;  
THIS SUBDIVISION PLAT MEETS THE "MINIMUM STANDARDS FOR ARIZONA LAND BOUNDARY SURVEYS";  
THE SURVEY AND DIVISION OF THE SUBJECT PROPERTY DESCRIBED AND PLATTED HEREON WERE MADE DURING THE MONTH OF AUGUST, 2016;  
THE SURVEY IS TRUE AND COMPLETE AS SHOWN;  
MONUMENTS SHOWN ACTUALLY EXIST;  
THEIR POSITIONS ARE CORRECTLY SHOWN; AND  
SAID MONUMENTS ARE SUFFICIENT TO ENABLE THE SURVEY TO BE RETRACED.

BY: \_\_\_\_\_  
LARRY E. SULLIVAN  
REGISTRATION NUMBER 22782  
4550 N. 12TH STREET  
PHOENIX, ARIZONA 85014  
(602) 264-6831  
CVLSURVEY@CVL.CI.COM

GROSS AREA = 5.424 ACRES

FINAL PLAT  
SHASKAN MANOR  
SCOTTSDALE, ARIZONA

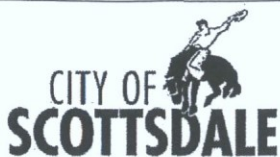


1 SHEET OF 3  
CVL Contact: B. HENSLEY  
CVL Project: 1-01-0252001  
CVL File #

17-PP-2014#2  
9/13/2016

17-PP-2014 17-ZN-2014 424-16-2





# Condominium Plat, Lot Tie, Map of Dedication Plan Review Application Checklist

A MEETING IS REQUIRED FOR THE SUBMITTAL OF THE MAP FOR PLAN REVIEW. THE APPLICANT SHALL CONTACT THE RECEPTIONIST TO SCHEDULE THE PRE-SUBMITTAL MEETING WITH THE PLAT COORDINATOR AT 480-312-7000.

Official Use: _____	OK to Submit: <input type="checkbox"/> Staff signature _____
Staff Contact: _____	Reviewers: _____ (The City's project coordinator's signature is required in order to submit this application.)
Phone: _____	<input type="checkbox"/> GIS
Email: _____	<input type="checkbox"/> Maps
Previous Case Number: _____	<input type="checkbox"/> Survey
	<input type="checkbox"/> Planning
	<input type="checkbox"/> Civil
	<input type="checkbox"/> Stormwater

Project Name: _____	
Property's Address: _____	A.P.N.: _____
Property's Zoning District Designation: _____	
Application Request: _____	
Owner: _____	Applicant: _____
Company: _____	Company: _____
Address: _____	Address: _____
Phone: _____ Fax: _____	Phone: _____ Fax: _____
E-mail: _____	E-mail: _____

## Submittal Requirements:

Req'd	Rec'd	Description of Documents Required for Complete Application. No application shall be accepted without all information in above section and without all items marked below.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Completed Application (this form) and Application Fee- \$_____ (fee subject to change every July)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Narrative-describing nature of request
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. ALTA Survey – No older than 30 days. Minimum Requirements – At the following website, under the Most Requested heading, please select: Minimum Standard Detail Requirements for ALTA/ACSM Land Title Surveys: <a href="http://www.alta.org/forms/index.cfm">http://www.alta.org/forms/index.cfm</a>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4. Commitment for Title Insurance – No older than 30 days, and shall include complete Schedule A and Schedule B.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5. Policy for Appeal of Required Dedications or Exactions
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6. 3 copies of the Condominium plat map, Lot Tie Land Division Map, or Map of Dedication - (24" X 36")
<input type="checkbox"/>	<input type="checkbox"/>	7. CD of Final Plat
<input type="checkbox"/>	<input type="checkbox"/>	8. Affidavit of Authority to Act for Property Owner, Letter of Authorization and signature below
<input type="checkbox"/>	<input type="checkbox"/>	9. Covenants, Conditions, & Restrictions (CC&Rs) [For Condominium Plats Only]
<input type="checkbox"/>	<input type="checkbox"/>	10. Certificate of Termination of Condominium Declaration
<input type="checkbox"/>	<input type="checkbox"/>	11. Other _____

Please indicate in the checkbox below the requested review methodology (please see the descriptions on page 2):

<input type="checkbox"/>	Enhanced Application Review:	I hereby authorize the City of Scottsdale to review this application utilizing the Enhanced Application Review methodology.
<input type="checkbox"/>	Standard Application Review:	I hereby authorize the City of Scottsdale to review this application utilizing the Standard Application Review methodology.

_____ Owner Signature	_____ Agent/Applicant Signature
--------------------------	------------------------------------

## Planning and Development Services

7447 E. Indian School Road, Suite 105, Scottsdale, AZ 85251 ♦ Phone: 480-312-2500 ♦ Fax: 480-312-7088

ATTACHMENT "B"



## Condominium Plat, Lot Tie, Map of Dedication Plan Review Application Checklist

### Review Methodologies

The City of Scottsdale maintains a business and resident friendly approach to new development and improvements to existing developments. In order to provide for flexibility in the review of Development Applications, and Applications for Permitting, the City of Scottsdale provides two methodologies from which an owner or agent may choose to have the City process the application. The methodologies are:

#### **1. Enhanced Application Review Methodology**

Within the parameters of the Regulatory Bill-of-Rights of the Arizona Revised Statutes, the Enhanced Application Review method is intended to increase the likelihood that the applicant will obtain an earlier favorable written decision or recommendation upon completion of the city's reviews. To accomplish this objective, the Enhanced Application Review allows:

- the applicant and City staff to maintain open and frequent communication (written, electronic, telephone, meeting, etc.) during the application review;
- City staff and the applicant to collaboratively work together regarding an application; and
- City staff to make requests for additional information and the applicant to submit revisions to address code, ordinance, or policy deficiencies in an expeditious manner.

Generally, the on-going communication and the collaborative work environment will allow the review of an application to be expedited within the published Staff Review Time frames.

#### **2. Standard Application Review Methodology:**

Under the Standard Application Review, the application is processed in accordance with the Regulatory Bill-of-Rights of the Arizona Revised Statutes. These provisions significantly minimize the applicant's ability to collaboratively work with City Staff to resolve application code, ordinance, or policy deficiencies during the review of an application. After the completion the city's review, a written approval or denial, recommendation of approval or denial, or a written request for additional information will be provided.

The City is not required to provide an applicant the opportunity to resolve application deficiencies, and staff is not permitted to discuss or request additional information that may otherwise resolve a deficiency during the time the City has the application. Since the applicant's ability to collaboratively work with Staff's to resolve deficiencies is limited, the total Staff Review Time and the likelihood of a written denial, or recommendation of denial is significantly increased.

### Notice

1. Pursuant to A.R.S. §9-836, an applicant may receive a clarification from the City regarding interpretation or application of a statute, ordinance, code or authorized substantive policy statement. A request to clarify an interpretation or application of a statute, ordinance, code, policy statement administered by the Planning and Development Services Division shall be submitted in writing to the One Stop Shop to the attention of the Planning and Development Services Director or designee. All such requests must be submitted in accordance with the A.R.S. §9-839 and the City's applicable administrative policies available at the Planning, Neighborhood and Transportation Division's One Stop Shop, or from the city's website: <http://www.scottsdaleaz.gov/bldgresources/forms>.

Planning and Development Services  
One Stop Shop  
Planning and Development Services Director  
7447 E. Indian School Rd, Suite 105  
Scottsdale, AZ 85251

### **Planning and Development Services**

7447 E. Indian School Road, Suite 105, Scottsdale, AZ 85251 ♦ Phone: 480-312-2500 ♦ Fax: 480-312-7088





## **Condominium Plat, Lot Tie, Map of Dedication Plan Review Application Checklist Arizona Revised Statutes Notice**

### **§9-834. Prohibited acts by municipalities and employees; enforcement; notice**

- A. A municipality shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or code. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.
- B. Unless specifically authorized, a municipality shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.
- C. This section does not prohibit municipal flexibility to issue licenses or adopt ordinances or codes.
- D. A municipality shall not request or initiate discussions with a person about waiving that person's rights.
- E. This section may be enforced in a private civil action and relief may be awarded against a municipality. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a municipality for a violation of this section.
- F. A municipal employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the municipality's adopted personnel policy.
- G. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.

### **Planning and Development Services**

7447 E. Indian School Road, Suite 105, Scottsdale, AZ 85251 ♦ Phone: 480-312-2500 ♦ Fax: 480-312-7088